



westmont.illinois.gov

## Community Development Department

31 West Quincy Street • Westmont, Illinois 60559  
Tel: 630-981-6250 Fax: 630-968-8610

# Westmont Community Development Department CDD Protocols During COVID19 Response

**PUBLISHED - 3-17-2020** - The following information has been put together by the Westmont Community Development Department (CDD) to assist residents who wish to interact with the Village during the COVID19 response. As this situation is very fluid, this information may be updated. Current and specific information can be obtained by contacting the CDD at [permitting@westmont.il.gov](mailto:permitting@westmont.il.gov). As of now, until further notice, the Village Hall and Community Development Department will not be open to the general public. Other arrangements and procedures will be as per below.

### **INSPECTIONS for ACTIVE PERMITS**

When inspections are requested, the standing procedure will be:

- Request as per typical with the Community Development Department - note, this must be requested via email ([permitting@westmont.il.gov](mailto:permitting@westmont.il.gov)) or **telephone** call (630-981-6250) because the Village Hall will be closed to the public starting tomorrow and until further notice. (In order to verify that the inspection will take place, you must receive acknowledgement from the Community Development Department - simply leaving a message or sending an email does not guarantee the inspection will occur.)
- Upon the actual site inspection visit, we would require that the area be cleared of non-essential contractor personnel or occupants (except for the necessary contact personnel) during the inspection.
- *At the inspectors discretion*, the inspection will proceed only if the inspector is comfortable in performing the inspection based upon site conditions, persons present, etc.
- Protocols for other departments/divisions or outside entities shall be verified with each, respectively.

Direct contacts are as follows:

- Westmont Community Development Department (630-981-6250; [permitting@westmont.il.gov](mailto:permitting@westmont.il.gov) )
- Westmont Fire Department, Fire Prevention Bureau (630-981-6402)
- Westmont Public Works Department (630-981-6270)
- Westmont Business Office (630-981-6220)
- DuPage County - Stormwater, Health Department, etc. (630-682-7000)
- Downers Grove Sanitary District (630-969-0664)
- Flagg Creek Water Reclamation District (630-323-3299)

### **NEW PERMITS**

For new permits, we are strongly recommending applicants to postpone any non-essential projects. However, for any new projects that require a permit, we will attempt to conduct as much of the permitting process as possible via email, phone, or regular mail.

This process may take some extra steps or communication above and beyond normal, but it is designed to try and keep the process moving while protecting all parties so extra attention to detail and a little more patience by everyone will be most appreciated.



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The standing procedure will be:

- Please call 630-981-6250 for information on permit applications or visit the Community Development Department home page on the Village Website <https://westmont.illinois.gov> for CDD contact information and links to applications and specification guidelines.
- Permits for Emergency or Life Safety repairs or replacements (i.e. fire damage, structural collapse, *unanticipated* HVAC, window/door breakage and the like) will be given expedited review and inspectional preference.
- All submittals shall include the Westmont Application and all supporting documents (Westmont Specification Sheets, plans, manufacturer's cut sheets, etc.) **via email** and provide the accompanying Building Application Fee with a check submitted via regular mail - the project will begin review and processing once the Building Application Fee is received. Mail Checks to: Westmont Community Development Department, 31 W. Quincy Street, Westmont, IL 60559
- The Building Application Fee is calculated in the following manner:
  - All permit submittals will require a non-refundable application fee of 0.4% (.004) of the construction cost with a minimum fee of \$100 - For example, projects with a construction cost of \$25,000 or lower will require the minimum fee of \$100, whereas, a construction cost of \$50,000 will require a \$200 application fee. (Contact Community Development staff to verify project specific application fee.)
  - Flat Fee or Express permit types only require a \$100 application fee. (Additional fees may be necessary depending upon submittal content, work scope or inspections required.)
- Inspection for new permits shall be conducted per the above noted "Inspections for Active Permits" protocol with the following exceptions:
  - For the next 30 days or until further notice, inspections for Express or Flat Fee Permits that involve *interior inspections*, will not be conducted. The Village will follow up with applicants as directed - please feel free to contact the Community Development Department with any questions.

### **CODE ENFORCEMENT**

Code Enforcement action will continue as per typical and the expectation is for residents, stakeholders, contractors, etc. to continue following local ordinance requirements.

As such, if persons are discovered doing work without a permit, the violation(s) will be tracked and followed up on as necessary within standing protocols. Fines will be assessed for work without a permit.

Where communication with a resident is necessary or a potential violation is discovered:

- Initial communications may be through a courtesy or violation notice in lieu of a face to face contact. Please do not take offense to these communication methods as staff is abiding by established protocols and Village direction to employees.
- As with the permitting process, more email and telephone communication may be necessary than typical.